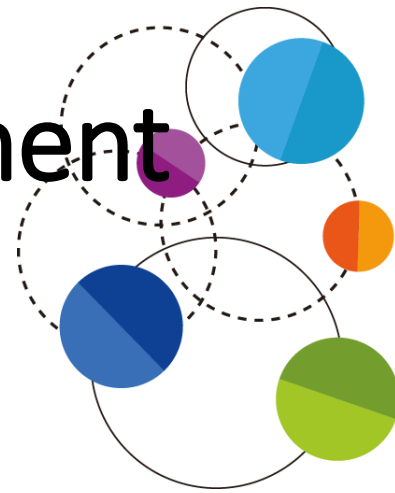


# All you need to know about TCA management

## - process of TCA lifecycle-



- Overall aim: promoting quality of TCA work by providing quality guidelines
- Short term aim: supporting newcomer TCA officers
- Outputs: develop a good practice template as an application tool, and a training material for TCA officers
- Outcomes: ability to understand how the TCA lifecycle works

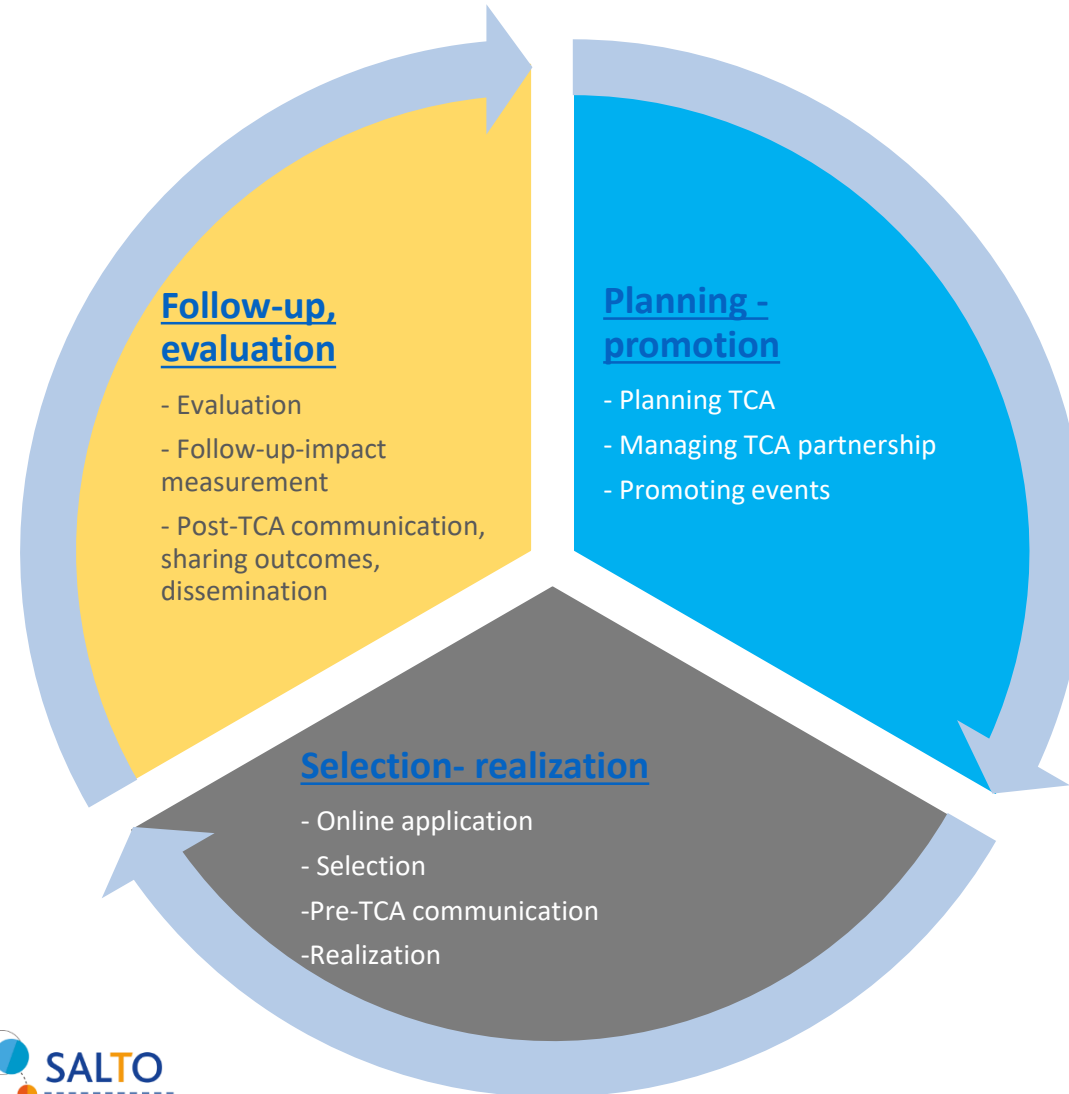
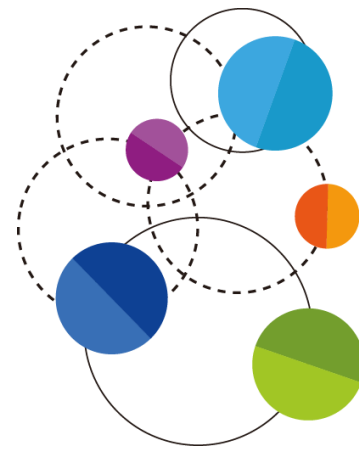


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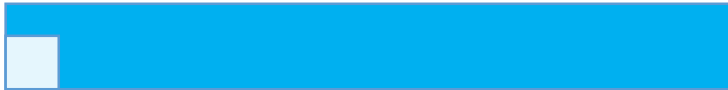
# TCA lifecycle



# Planning and promotion

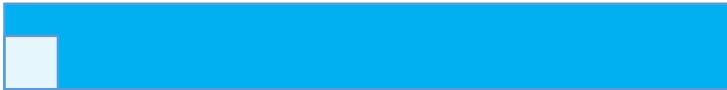


## Planning TCA



- Taking feedback and continuity into consideration
- Avoiding overlap of TCAs
- Topic selection and relevance
- Involving staff and selection of experts in high quality
- Defining indicators, objectives to be able to measure impact

## Managing TCA partnership



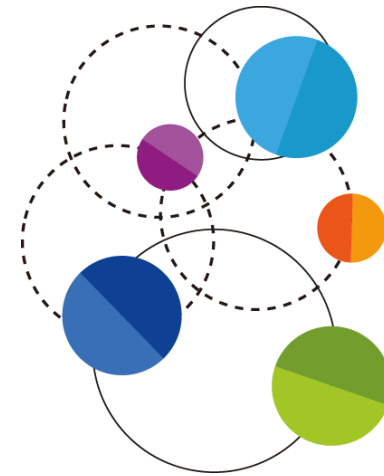
- Creating long term partnerships for TCA series
- Parts of TCA topics could be shared among NAs

## Promotion



- Promoting the TCA event on SALTO E&T and by using other tools according to local needs: media, NAs' webpage, paper based docs at events, Yammer

# Selection and realization



## Online application



- Clear description of profile of participants
- Open, transparent, timely and fair process
- Application form including well-founded selection criteria

## Selection



- selection and application criteria co-defined by Host and sending NAs

## Pre-TCA communication



- Preparing participants and staff for the topic of the TCA
- Connecting participants in advance

## Realization

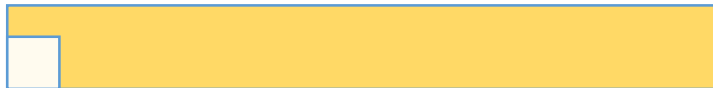


- Selection of methodology corresponding to the type of the TCA
- Continuous cooperation with all partners
- Monitoring and reflection on feedback of participants, achieving learning outcomes

# Evaluation and follow-up

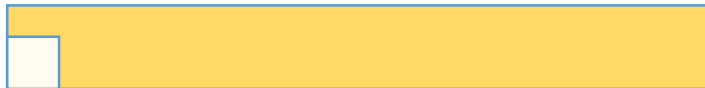


## Evaluation



- Evaluation of TCA with partners, participants
- Evaluation of TCA objectives' achievements, collection of outcomes by the host

## Follow up, impact measurement

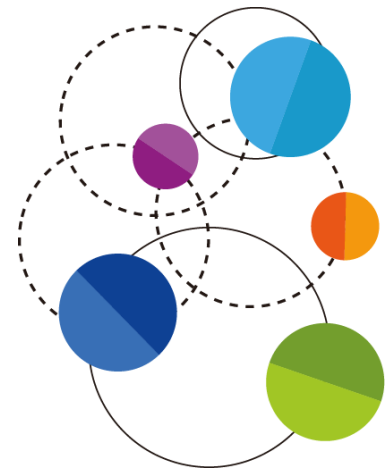


- Impact measurement
- Quantitative review of the TCA (number of applicants, participants, compare with similar TCAs)

## Post-TCA communication, sharing outcomes, dissemination



- Facilitating participants' communication after the TCA
- Sharing materials with participants and public



Thank you for your attention

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